

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

HUMAN RESOURCES ENTERPRISE

ADMINISTRATIVE CONSULTANT

DEFINITION

Functions as a program manager, a project manager or an administrative representative in controversial, sensitive and/or complex areas for the Department of Education which have a major impact on the Department's operations and services; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Serves as project manager or as a monitor of projects for an agency program or administrative areas which have a major impact on an agency's operations and services; develops a project plan and implementation and evaluation methodology; coordinates all aspects of the project in its various stages with all individuals functionally assigned to the project.

Functions as a manager of an agency program which may be controversial, sensitive and complex; develops a program plan including a mission statement, goals, objectives, policies and procedures; determines financial and technological resources, staffing requirements, evaluation, reporting procedures and impact upon program recipients.

Coordinates a legislative program for the Department of Education having complex state and federal funding sources and programs; authorized to serve as the sole agency representative with the Iowa legislature during regular and interim sessions; acts as spokesperson for the agency at state and federal legislative meetings or with individual legislators or congressional representatives on matters covering agency programs and services; reviews complex state and federal legislative bills and bill amendments affecting the agency in order to keep managers informed of issues having potential impact on program areas; distributes bills to program management for review and comments; keeps management informed of legislative and congressional issues.

Develops, presents and secures enactment of an agency's legislative package by identifying program problem areas/fiscal base, researching legal relationships between governmental agencies, and drafting recommended code changes; coordinates responses to legislative information requests and fiscal notes.

Works to maintain and improve relationships with other agencies, community groups, other department components, and other state, local, or federal departments in order to enhance decision making capability and better implement services in areas which may be controversial.

Collaborates with program managers in organizational or financial management matters which affect agency management; evaluates and resolves operational problems; prepares or directs the preparation of the supporting justifications for equipment, facilities, budget, and staffing; regularly attends management planning and policy-making meetings and provides advisory services.

Promotes the department's program initiatives by serving in a leadership capacity or as a key player in activities that involve community, business, political and service provider representatives.

Develops internal procedures and policies for improving coordination among managers and supervisors; keeps employees informed of management goals and objectives and ensures that revised procedures, methods and related work changes are implemented.

Develops for review, administrative rules, legislative proposals, policies, and procedures required to manage agency programs or projects; determines impact and informs program managers, service recipients, other customers, and services delivery staff.

Resolves complex program or project administration problems by analyzing a variety of information including federal and state laws, rules, and regulations and developing solutions that may be innovative.

COMPETENCIES REQUIRED

Knowledge of the principles, theories, techniques and trends applicable to public administration including financial and other resource management, labor relations, objective and plan development, coordination, communication, evaluation, and public relations.

Knowledge of the organizational structure, functions, procedures, and applicable regulatory requirements for the organization served.

Knowledge of the social, environmental, legal, technological, and political factors impacting the programs, projects, and services delivered.

Knowledge of source materials, guidelines, and methods which can be used to resolve complex problems not always covered by precedents.

Knowledge of the Iowa General Assembly and U.S. Congressional legislative/governmental processes.

Ability to coordinate the people and other resources required to accomplish established objectives without use of supervisory authority.

Ability to read and interpret complex federal and state laws, rules, regulations, and procedures in order to manage programs, projects or services and present solutions to problems.

Ability to solve complicated program or project administration and governmental services delivery problems requiring evaluation of complex information from a variety of sources with few precedents.

Displays high standards of ethical conduct. Refrains from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and the equivalent of five years of full-time professional level experience such as program administration, development, management or operations;

OR

substitution of experience of the caliber and scope indicated above for the required undergraduate college education on the basis one year of qualifying experience is equivalent to one year of undergraduate education;

OR

substitution of twenty-four hours of graduate level course work in a special program curriculum such as Social Work, Law, Education, Engineering, or Public or Business Administration for each year of the required experience to a maximum substitution of two years.

NOTE

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the Iowa Department of Education.

Effective Date: 03/11 BR